

**UNITED STATES DISTRICT COURT & PROBATION OFFICE
EASTERN DISTRICT OF NORTH CAROLINA**

**Financial Specialist
Vacancy Announcement No: 16-05P**

Location: Raleigh, NC

Salary Grade: CL 25 (\$40,400 - \$65,663)*

Promotional Potential: CL 27 (\$48,878 - \$79,448)

*Depending upon experience and qualifications

Opening Date: January 20, 2016

Closing Date: Open Until Filled**

** First /Initial Cut-off Date: January 29, 2016

Description of Vacancy:

The United States District Court and United States Probation Office for the Eastern District of North Carolina are seeking qualified applicants for a full-time Financial Specialist. This position is responsible for providing support to the budget and financial operations of the court. Financial responsibilities include preparing, updating, and analyzing a variety of accounting records, financial statements, and reports; processing payment vouchers and budget preparation.

Representative Duties:

The Financial Specialist performs duties and responsibilities which include, but are not limited to, the following:

- Assists and/or develops budget estimates to fund all operating costs of the court unit.
- Monitors and analyzes spending plans for budget allotments.
- Prepares recurring reports of obligations and expenditures for managers. Utilizes financial software and systems to record, store, and track information.
- Reviews invoices and prepares payment vouchers for Pretrial Services and Probation, drug treatment and testing vendors. Reviews invoices received; enters data into automated check writing/accounting system and client record system.
- Receives, reviews, and processes travel vouchers and travel advance requests from court units. Ensures figures, postings, and documents are accurate and properly coded and entered. Communicates with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.
- Scans vouchers into filing system.
- Performs monthly posting and reconciliation of earned interest to commercial registry accounts.
- Performs internal audit of cash receipts mail logs.
- Performs reconciliation of Criminal Justice Act panel attorney payments.
- Assists with, as needed, receipt import and reconciliation process in financial accounting software.
- Assists with, as needed, criminal and civil financial account establishment in financial software. Additionally, assists with review and correction of established accounts and receipt-posting errors.
- Serves as Property Custodial officer for the court for non-IT inventory. Maintains, reconciles, and tracks accountable property. Conducts physical sightings of property.
- May serve as a liaison for the Chief U.S. Probation Officer and Clerk of Court with other agencies, outside vendors, and local building management.
- Attends conferences, training, and meetings as directed.
- Ensures adherence to the *Guide to Judiciary Policy* on budgetary and financial practices.
- Adheres to the court units' internal control procedures.

- Works closely with other members of the finance team.
- Assists the financial administrator with other assignments.
- Performs other duties as assigned.

Qualifications:

To qualify for the position, an individual must have a four-year college degree in accounting, finance, or related field, and at least one year of progressively responsible financial experience that provided knowledge of the rules, regulations and terminology of financial administration. The incumbent must also be versatile and detail-oriented, present a professional demeanor and possess strong organizational, analytical, and oral/written communication skills. Preference will be given to applicants who demonstrate proficiency in word processing, web-based environments, data entry, and the use of spreadsheets; and have prior experience in the federal court environment.

Conditions of Employment:

Applicants must be United States citizens or lawful permanent residents actively seeking citizenship. Applicants will be required to submit to a background investigation (including references, criminal history, and credit history) prior to an offer of employment being made. The person selected for this position will also be required to submit fingerprints for an FBI background check. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation with periodic updates every five years thereafter.

Benefits:

Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other government employees including: paid annual and sick leave, ten paid holidays per year, health and life insurance, a flexible benefits program, a portable retirement plan with matching contributions, flexible work schedule, and a professional environment. Salary will be based on experience and qualifications. Electronic Fund Transfer (EFT) for payroll deposit is required.

Application Procedures:

All interested persons should submit a single PDF version of the application package which is to include the following documents: a cover letter, resume, and the official AO 78 Application Form. The official AO 78 Application Form may be obtained at www.ncep.uscourts.gov/employment.htm.

Application packages should be emailed to: NCE_HumanResources@ncep.uscourts.gov. Preference will be given to application packages that are received by the first/interim cutoff date.

Travel and relocation expenses will not be reimbursed. The court provides reasonable accommodations to applicants with disabilities. All employees are required to adhere to the "Code of Conduct for Judicial Employees" which is available for review upon request. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

-THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER-